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UNITED STATES  
DEPARTMENT OF  
AGRICULTURE

# Research, Education, and Economics

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Secretarial  
and Clerical  
Coordinating  
Council

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## MISSION

- The mission of the REE Secretarial and Clerical Coordinating Council (REE-SCCC) is to serve the REE mission area, its Administrators, and management team by providing information and recommendations on initiatives that affect REE secretarial and clerical employees. The Council will seek opportunities to enhance the secretarial and clerical profession through training, mentoring, and recognition and to build a bridge of communication across the REE mission area.

## GOAL

- The goal of the Council is to ensure that the REE mission area has highly skilled professional secretarial and clerical employees working in partnership with management.

## OBJECTIVES

- Increase recognition and promote professionalism within the secretarial and clerical profession.
- Improve communication among secretarial and clerical employees.
- Provide information and recommendations on REE-wide policy and program issues that affect the work of secretarial and clerical employees.
- Assist in the identification, development, and presentation of required and appropriate training, career development, and mentoring opportunities for secretarial and clerical employees.
- Promote participation of secretarial and clerical employees as contributing members in team activities and special projects.

## SCOPE AND COVERAGE

The REE-SCCC serves as representatives for secretarial and clerical employees throughout the REE mission area.

## MEMBERSHIP

The Council consists of two secretarial and clerical representatives from each of the REE mission area agencies, a representative from Administrative and Financial Management, and a representative from the Office of the Under Secretary for REE.